



## Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

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### Section 101 - Human Resources

Human Resources - 101.00		
S.O.P. # 101.07	<b>Time Off Policy</b>	PAGE: 1 OF 3
EFFECTIVE: 07/01/01	Authorized: John Filer, Chief	
REVISED: 02/18/19	Authorized: William Stephens, Director	

#### 101.07.01 Purpose

To establish guidelines and general procedures for uniformed and non-uniformed personnel submitting a request for leave (time off).

#### 101.07.02 General

For a comprehensive overview of the County's policy on Leave, please refer to Chapter 17 of the *Charles County Personnel Policies and Procedure Manual (PPPM)*. This SOP is a departmental supplement to the PPPM.

#### 101.07.03 Policy

Per the PPPM, leave heretofore referred to as "time off", is an authorized absence during regularly scheduled work hours that is preapproved by the proper authority. Time off requests may be authorized with or without pay in accordance with the work requirements of the County and the available leave an employee has accrued.

1. **For time off requests utilizing annual leave, floating holidays, personal days, administrative leave:**
  - a. Time off requests must be submitted thirty (30) days prior to the date(s) requested.
  - b. Time off requests will be granted on a first come first served basis.
  - c. Time off requests will only be accepted as far out as one hundred and eighty (180) days in advance.
  - d. No more than two (2) persons per platoon may be granted time off at the same time. Operations reserves the right to approve time off requests beyond this limit on a case by case basis dependent upon the availability of minimum staffing.
  - e. Employees may not utilize sick leave for scheduled vacations or training.
  - f. Employees requesting time off without an adequate amount of accrued leave will be charged compensatory time.



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- g. Personnel who do not have enough accrued leave or compensatory leave for the time they are requesting may not borrow leave. Any granted leave will be done so without compensation.
- h. Once the shift/s referenced on the time off request have been filled, the time off request may not be rescinded except for the following reasons:
  - i. The employee requested time off for training and it was cancelled,
  - ii. The employee requested time off for a medical appointment or procedure and it was canceled;
  - iii. The employee requested time off for court and the court date was cancelled or rescheduled;
  - iv. Relinquishing a shift that has been filled is at the sole discretion of the employee filling that shift.
- i. Operations may deny leave based on the overall mandatory minimum staffing levels in the County.
- j. Employees assigned to a rotational schedule may not request more than four (4) consecutive shifts off in a row.
- k. Floating holidays, personal days, administrative leave and annual leave used to cover FMLA and approved training hours are exempt from the total hours approved per year.
- l. The following tables articulate the number of hours of annual leave that are earned each year by every employee based on years of service. Leave earned for years of service coincides with the number of hours of pre-approved time off that will be granted:

Table 1: Charles County Government Leave Accrual

Years of Service	Monthly Annual Leave Accrual	Yearly Annual Leave Accrual
0-3	8 hours	96 hours
4-9	10 hours	120 hours
10-14	12 hours	144 hours
>14	14 hours	168 hours

Table 2: DES Permissible Holiday/Leave Hours per Employee

Years of Service	Annual Permissible Holiday/Leave Hours Per Employee
<1 (Probationary year)	48 hours
1-3	96 hours
4-9	120 hours
10-14	160 hours
>14	200 hours



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### 2. For time off requests utilizing compensatory time:

- a. Time off requests must be submitted no less than seventy-two (72) hours prior to the date requested.
- b. Personnel who do not have enough compensatory leave for the time they are requesting may not borrow leave. Any granted leave will be done so without compensation.
- c. Time off requests will only be accepted as far out as one hundred and eighty (180) days in advance.
- d. Operations will make every effort to obtain coverage for the requested shift off.
- e. If Operations is unable to obtain full coverage for the requested shift off, the employee will be notified no less than twenty-four (24) hours in advance that the shift is not fully staffed. The employee then becomes responsible for either finding coverage for the shift or will be required to work the shift.
- f. Operations may deny time off based on the overall mandatory minimum staffing levels in the County

### 3. For time off requests for approved training hours:

- a. Per SOP 102.05.04, employees are responsible for submitting a time off request or shift trade for approved training hours that conflict with a scheduled shift.
- b. Time off requests for approved training must be submitted no less than two weeks prior to the start of approved training.
- c. Time off requests for training will not be approved until the training has been approved and entered into Snap Schedule by the Training Officer
- d. Approved training hours worked may be substituted for an employee's approved time off for training if performed within the same week.
- e. Employees will be required to use leave should requested training time off not be equivalent to their approved training hours within the same week.

### 4. Due to difficulty in covering vacancies on holidays, time off requests for major holidays will only be accepted if suitable coverage has already been secured. Major holidays have been identified as:

- a. New Year's Day,
- b. Independence Day;
- c. Thanksgiving Day;
- d. Christmas Day.

## 101.07.04 Procedures

1. Employees requesting time off must submit a Time Off Request via Snap Schedule 365.
2. Time Off Requests will indicate which type of leave the employee is utilizing.
3. Time off may be denied or canceled by Operations if:



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- a. A suitable substitute/replacement is not found or assigned,
  - b. Granted time off will result in personnel manning below the acceptable minimum staffing standards;
  - c. Time off requests are not submitted within the appropriate time frame;
  - d. Major events in the County warrant the cancellation of leave.
4. Employees who submit leave within the prescribed timeline should expect feedback within two (2) weeks after submittal however, they should not consider their requested time off approved until they receive notification of approval via Snap Schedule 365 and their personal schedule reflects the requested time off.